

## **Purchase Card Review Checklist for PPMR**

- I. List of Local Agency Program Coordinators (LAPCs) for Area
  - Verify the list of LAPCs for Area with Area Agency Program Coordinator (AAPC) (request in pre-review memo the names, titles, grades and series of the LAPCs)
- II. Qualification and Training of LAPCs (review information received from Area)
  1. Verify incoming information to ensure LAPCs are in the 1102 or 1105 series?
  2. For those LAPCs not in the 1105 or 1102 series, what procurement training have they had to qualify them as a Level 1B contracting officer. This does not mean that they have to be warranted. (This is a Departmental requirement).
- III. Management/Oversight
  1. What tools are being utilized to manage and provide oversight of the Purchase Card Program? (Discoverer, PCMS)?
  2. Check to see if Discoverer is installed on the AAPC and any LAPC computers at the Area Hqs office.
  3. Discuss the extent of installation of Discoverer throughout the Area.
  4. Is there evidence of the AAPC performing any random reviews of cardholder transactions?
  5. Is the AAPC keeping a separate file of the cardholder accounts selected for review with supporting documentation?
  6. Is there evidence of the AAPC performing any LAPC program reviews?
  7. How is information disseminated to the LAPCs, i.e., does the AAPC have an address group that contain the names of the LAPCs in the Area?
  8. Has the AAPC developed any other reports for use by the LAPCs?
- IV. Reports prepared for PPMR (see explanation of reports) (provided by APC)
  - List of Cardholders - provides total count and name of cardholders
  - List of Check writers - provides total count and name of check writers
  - List of Unreconciled Transactions - provides list of transactions that need to be reconciled. Discuss with AAPC to see what steps are being taken to get this accomplished.
  - Cardholder Monthly Transaction Comparison Report - provides list of cardholders who purchased over their single purchase limit of \$2,500.
  - List of Check Transactions for the period. Highlight checks to be reviewed.
  - List of Reconciled Transactions - provides list of transactions that have been reconciled for the reporting period. Highlight transactions to be reviewed.
  - Summary of Transactions for reporting period - provides total dollars and total number of transactions for each FY.

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